CIVIL AIR PATROL Hawaii Wing Headquarters PO Box 29417 Honolulu, HI 96820 CAP REGULATION 52-16 Supplement 1 15 Sept 2007

Cadet Programs REQUIRED STAFF TRAINING

CAPR 52-16, 1 October 2006, is supplemented as follows:

- 1. Cadets and seniors who serve on the staff of an encampment, cadet special activity, cadet leadership school, any cadet activity lasting four nights or longer, or at any other cadet activity designated by the wing commander, will complete Required Staff Training (RST).
- 2. The activity director, deputy activity director or member selected by the wing commander will conduct RST in accordance with CAPR 52-16, paragraph 1-4d and CAPP 52-12, Required Staff Training.
- 3. <u>All</u> staff members must complete RST before participating at the activity.

- 4. Personnel will complete RST <u>each time</u> they serve on staff at one of the activities listed in paragraph 1. All staff will participate in the development of an ORM Assessment & Mitigation Plan (see attachment 1).
- 5. The activity director will submit a roster (see attachment 2) listing those who have completed the RST as well as a summary of the ORM (attachment 1 may be used for this purpose) to the Wing Director of Cadet Programs within ten days of completing the activity.
- 6. The roster and ORM summary will be retained by Wing HQ for three years.

OFFICIAL

EARL G. GREENIA, Colonel, CAP

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Commander

Supersedes any previous CAPR 52-16, HIWG Supplements

OPR: CP

Distribution: In accordance with CAPR 5-4

Attachment 1: Operational Risk Management Assessment & Mitigation Plan

STEP 1 ANALYZE THE CPPT HAZARDS					AS	S' SESS	TEP :		KS		STEPS 3 & 4 ANALYZE THE RISKS DECIDE HOW TO CONTROL THEM	STEP 5 IMPLEMENT RISK CONTROLS	STEP 6 SUPERVISE
Brainstorm]	How h	likely azaro	is the	e	Hov	w sevo		ould	Rack & Stack	Control Options Which would you use?	Turn Controls Into Good Habits	Monitor & Tweak
List all potential risks and hazards. (The order you list them does not matter)	FREQUENT	LIKELY	OCCASIONAL	SELDOM	UNLIKELY	CATASTROPHIC	CRITICAL	MODERATE	NEGLIGIBLE	Determine the risk level (High, Medium or Low)	What would you do? 1. Engineer 2. Guard 3. Improve task design 4. Limit exposure 5. Select personnel 6. Train & educate 7. Warn 8. Motivate 9. Reduce Effects 10. Rehabilitate	What do you need to keep in mind as you implement each?	What symptoms of success or inefficiency might there be for each risk?

Attachment 2: Roster of Members Completing Required Staff Training

Activity			
Activity Location			
Dates of Activity			
Activity Director			
Activity Staff completing RS	Т:		
Name	CAPID#	Rank	Staff Position
I certify that the above activit 4d and CAPP 52-12, Require Signature of Activity Directors	d Staff Training		a accordance with CAPR 52-16, p Date